



Janette M. Labbee, Director
1510 E. Bannister Road
Kansas City, Missouri 64131
Phone: 816-823-3847
Fax: 816-823-3850
<http://www.ago.noaa.gov/bankcard>.

Request for Proposal SmartPay® 2

The May 31, 2006 Draft Request for Proposal for the SmartPay® 2 contract is located on FedBizOps FBO.gov
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Type "GSA SmartPay" in the text box .

DOC's deadline for comments was June 19, 2006. Agencies coordinated responses and submitted to GSA on June 23, 2006. GSA and agency representatives will meet July 11, 2006 to review and discuss the comments received from government as well as banks and other sources. All steps necessary for entering a new contract for the Purchase, Travel and Fleet programs will be in place by next summer. New applications for travel cards will have to be resubmitted. GSA will support agencies who choose to transition to a new provider. This process can take up to 18 months. The current contract is up November 30, 2008. New contract begins December 1, 2008. In a recent Agency Program Coordinators meeting, David Shea, Director, GSA SmartPay®, stated that there are hundreds of things we want in the new contract some of which are more time to dispute transactions, automation for APCs to manage programs, use of pre-paid cards, no tolerance for misuse, more security measures, better tax recovery, standardization of rebates, and the list goes on.....

SmartPay Newsletter

July 2006

Commerce Acquisition Manual Updated May 5, 2006

The Commerce Acquisition Manual (CAM), Part 13, Section 1313.301 **Purchase Card Procedures** was updated May 5, 2006. Modification updates include:

Section 2.1 — Paragraph A.2—**Purchase Card Spending Threshold Categories and Requisite Training**—to add the Defense Acquisition University CON 237 or a 32-hour, or 4-day Simplified Acquisition Procedures course;

Section 2.1, Paragraph A.3—**Refresher Training**—to require that all Cardholders and Approving Officials must take refresher training every three years;

Section 2.1, Paragraph B.1—**Nomination of Cardholders**—to add a cross reference to CAM Chapter 1301.6, *Acquisition Career Management Program and Contracting Officer Warrant Program*, and also add a justification to the nomination package;

Section 3.3, Paragraph A—**Allowable Purchases**—to clarify recurring telecommunications actions above \$2,500, would require a delivery/purchase order or a DOC or GSA contract be in place;

Section 3.4, Paragraph C (Table) - **Approvals Required Prior to Purchase**—to add guidance for Purchases for Food and Kitchen Appliances;

Section 3.6, Paragraph D—**Statement of Account**—to update entire paragraph with instructions for new process;

Section 4.1, Paragraph C.5—**Contents of Annual Report, Findings and Recommenda-**

tions—to clarify content requirement, and update Attachment C, *Required Sources of Supply*, and Attachment H, *Summary of Findings*.

It is important that cardholders and approving officials, as well as program coordinators, are familiar with CAM changes. Please share the recent updates with your service areas. The updated CAM is located at http://oam.ocs.doc.gov/CAPP_S_cam.html.

Click on 1313.301 to view the entire CAM document. Click on CAM Notice 06-03 to review the above highlights.

DOC's Risk Management team will meet to review further pending changes on July 11, 2006.

8th Annual GSA Smart Pay Conference

Agency Program Coordinators, Finance contacts and those directly managing the purchase, travel and fleet programs, see:

<http://www.gsasmartpayconference.org/>

The conference will be held in St. Louis, MO Aug 1-3, 2006.

Registration is free. See the updated conference brochure and details for hotel registration and training sessions.

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Irradiated Purchase Cards

Mail delivery to certain zip codes in the D.C. area requires irradiation. This process can damage purchase cards to the extent of not being able to use them at the point of sale. When cards are reissued at the time of expiration, many of the D.C. cardholders have had to call Citibank for another card. In the case of irradiation, Citibank will send the second card for next-day delivery in the overnight mail. Mail that has to be signed for is not put through the irradiation process. At the time of reissue on the new contract, program coordinators will work with the bank to request a bulk shipment overnight directly to the coordinator. This works well when coordinators are co-located with the cardholders.

Commerce Bankcard Center Web Site

Please remember to visit the Department of Commerce Bankcard Center web site when you need:

- Program forms
- Tax Exempt Letters
- CAM 1313.301
- SmartPay Newsletters
- FAQ
- Program support and more.....

<http://www.ago.noaa.gov/bankcard>